

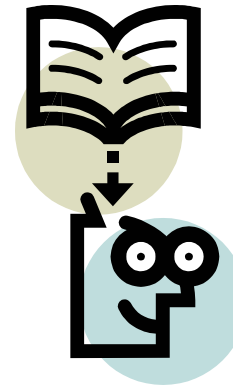
Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 320
Oklahoma City, OK 73102



The Oklahoma Federal
Executive Board
Presents a

Public Service Professional Development Series

**A Local Approach to Executive and Leadership
Development**



- **Leading Change**
- **Leading People**
- **Results Driven**
- **Business Acumen**
- **Building Coalitions
Communications**

March 2003 through September 2003

"The significant problems we face today cannot be solved at the same level of thinking we were at when we created them." - Albert Einstein

A New Approach to Public Service Staff Development

The Public Service Professional Development Series has been created to meet the intergovernmental training needs unique to public service. This series addresses the mutual professional development demands identified by the public service partners located throughout Oklahoma. Joining together to focus on our similar training requirements allows us to bridge the member organizations by offering specialized courses designed specifically for the public service leader.



Through leveraging resources available through federal and state governments, as well as some of our private industry partners, we have created a synergy to obtain low-cost training provided by well-respected sources. This series also offers flexibilities that are not normally available in most long-term training programs. You can send one person to all six seminars

enabling a full-training opportunity or you can send a different individual to each seminar, tailoring the program to each professional development need. This flexibility is exceptional and allows you to budget for an entire year worth of courses at the lowest possible rate. You pay once for six series tickets and you decide how you distribute them. If your designee cannot attend—send someone else. Use them as developmental tools or possibly incentive awards. You can also register for individual sessions, still at a cost-effective price. *You decide.*

Executive Core Qualifications

Executive Core Qualifications (ECQs) define the competencies and characteristics needed to build a corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization. The ECQs are required for entry to the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions. Leadership competencies must be emphasized: *While technical skills are important, agencies are now placing technical and people skills into a better balance so that supervisor and managers have the blend of competencies necessary to manage the workforce.* Ideally, high potential employees should be identified and given the opportunity to build needed skills; selections should consider leadership potential as well as technical competency; development should focus on filling gaps in leadership behaviors; and rewards should go to those who are the most successful leaders.

Who Should Attend:

All Public Service Professionals who:

- Work in an organization that is undergoing a major change in the way they do business
- Are seeking ways to improve their individual skills to better support their customers and fellow citizens
- Need a local, low-cost, solution-focused training source.

ECQ 1 - Leading Change: This core qualification encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to this ECQ is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity.

(March 20th session)

ECQ 2 - Leading People: This core qualification involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals (June 10th session)

ECQ 3 - Results Driven: This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. (May 14th session)

ECQ 4 - Business Acumen: This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision making (September 9th session)

ECQ 5 - Building Coalitions/Communications: This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization. (April 3rd session)

Leadership Assessment Workshops: One day workshops to assess employees' leadership competencies. What are your management team's leadership capabilities? What is the leadership potential of your mid-level employees? How can you motivate your leadership team to think in agency wide leadership terms instead of technical program terms? (April 8th and April 9th sessions)

HOW DO WE PAY FOR THIS?!



The Oklahoma FEB has heard this wake-up call for agencies and is providing these training opportunities locally to save time and critical resources. Each training course is designed to address one or more of the ECQs, and you don't have to fly to Washington, D.C. or Seattle to complete the program. Payment may be provided by check, cash, or credit card.

Government Leadership Series Registration and Enrollment information

Name: _____

Agency: _____

Address: _____

Phone: _____ FAX: _____

E-Mail: _____

- [] **ECQ-1: Leading Change – March 20, 2003 \$80.00**
- [] **ECQ-5: Coalitions/Communications – April 3, 2003 \$99.00**
- [] **Self Assessment GS-14 & Above – April 8, 2003 \$125.00**
- [] **Self Assessment GS-13 & Below– April 9, 2003 \$125.00**
- [] **ECQ-3: Results Driven – May 14, 2003 \$80.00**
- [] **ECQ-2: Leading People – June 10, 2003 \$99.00**
- [] **ECQ-4: Business Acumen – September 9, 2003 \$80.00**
- [] **Full Series (one of each, identify which self assessment session you will attend \$500.00) ► Price-Saver ◀**

Agency/Registrant may pay by cash, check or government voucher. Mail this registration form to:

Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 320
Oklahoma City, OK, 73102

or fax to: (405) 231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 13, 2003. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

Date and Time of Course	March 20, 2003	April 3, 2003	April 8-GS-14 and above April 9-GS-13 and below	May 14, 2003	June 10, 2003	September 9, 2003
Topic	Coping and Utilizing Change Effectively	Winning Personal Relationships and Team Building	Growing Leaders for the 21st Century	Rocket Ride to Results...Launch Your Goals!	A Magnificent Government Leader is a BLT: Believable, Likeable, and Trustworthy	Looking to the Future to be Effective Today
Executive Core Qualification	ECQ-1 Leading Change	ECQ-5 Building Coalitions/ Communications	Leadership Assessment Workshop	ECQ-3 Results Driven	ECQ-2 Leading People	ECQ-4 Business Acumen
Course Outline	<ul style="list-style-type: none"> Who Moved My Cheese-Video Four Stages of Change Reasons People Resist Change (Know Thyself to know others) Sacred Cows make the Best Burgers-Video Personal Guidelines for Managing Change Closing Activity 	<p>Module I – Building Leadership Confidence</p> <p>Module II - Keys To Building Winning, Productive Teams</p> <p>Module III - Winning With Others – Enhancing relationships</p>	<ul style="list-style-type: none"> Self-assessment tool for leadership competencies Organizational Leadership assessment Understanding ECQs and Leadership Competencies Career development strategies Understanding the SES selection process Effective personnel marketing techniques for advancement How to market yourself on paper 	<p>Leave this seminar at ‘mach’ speed with your personal "Flight Plan" in hand</p> <ul style="list-style-type: none"> ✓ Goals and time-lines are SET ✓ Success barriers are IDENTIFIED ✓ Accountability systems are ACTIVATED <p><u>DON'T MISS THE BLAST-OFF!</u></p>	<p>Principles that will move your strategic plan to the highest possible level; Three Essential E's of Leadership; Putting a different twist on performance management in your agency; Concepts for creating a culture of dynamic leading <u>and</u> dynamic following; Seven principles of high-functioning teams and how to apply them to your current situation; Embracing Conflict.</p>	<p>Trends that are changing the world we know faster than we can know it. Challenge for government to develop ‘disruptive technologies’. How we look to the future and develop programs and policies for long term.</p> <p>VCRs to DVDs to MP3s,..... What's Next?</p>
Location/ Instructor	<p>Holiday Inn 6200 N. Robinson</p> <p>Susan Ferguson, Independent Management Consultant and HR Trainer, provides education for government agencies and universities.</p>	<p>Embassy Suites 1815 S Meridian, OKC</p> <p>Eric Gordon, author of <u>Common Sense Solutions For Success</u></p>	<p>Embassy Suites 1815 S. Meridian, OKC</p> <p>Western Management Development Center Staff Aurora, Colorado</p>	<p>Hilton Inn 2945 NW Expwy, OKC</p> <p>Marti Kavanaugh, Kavanaugh Consulting has worked with various corporations, insurance companies, government agencies and the OU girls basketball team.</p>	<p>Westin Plaza South One N. Broadway, OKC</p> <p>Mark Towers, author of six books, three audiocassette series, one CD & several articles for trade journals, magazines and newspapers.</p>	<p>Coles Gardens 1415 NE 63rd, OKC</p> <p>Larry Fisher, Asst Administrator for HR Development Svcs, Oklahoma OPM. Instructor for University of Oklahoma and University of Phoenix</p>